



APPLICATION FOR EMPLOYMENT

Town of Lexington, Massachusetts

Town Manager's Office
1625 Massachusetts Avenue
Lexington, MA 02420
www.lexingtonma.gov

Thank you for your interest in employment with the Town of Lexington. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.

PLEASE NOTE: The town accepts applications for Advertised positions only. Applications must be returned to the address above by the advertised deadline for consideration.

INSTRUCTIONS: Each question should be fully and accurately answered. Please **PRINT** or **TYPE**, except for your signature on the back of the application. A separate application must be submitted for each position for which you are applying.

GENERAL

Position applying for: _____ Date of application: ____/____/____.

Referral source: Newspaper ad Online ad Employee Relative
 Bulletin Board Walk – in Employment agency
 School Website Town Website Other _____

Name of source (if applicable): _____ Date available for work: ____/____/____.

PERSONAL

Name: (first) _____ (middle) _____ (last) _____

Address: (street) _____

(City) _____ (State) _____ (Zip) _____

Telephone: Home (____) _____ - _____ Cell (____) _____ - _____

To reach you between 8:30 a.m. and 4:30 p.m. (____) _____ - _____

Email: _____

Are you age 18 or older? Yes No If no, list date of birth: ____/____/____.

Have you worked for the Town of Lexington before? Yes No

If yes, list: (dept) _____ Dates of service: From: ____/____/____ To: ____/____/____.

Were you in the U.S. Armed Forces? Yes No

If yes, which branch? _____ Dates of service: From: ____/____/____ To: ____/____/____.

PRESENT AND PRIOR EMPLOYMENT

Please list below employers in consecutive order with present or most recent employer listed **FIRST**. Account for all periods of time between employment. A resume may be attached but **DO NOT** refer to the resume when completing all sections of this application. Use additional sheets if necessary.

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
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Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
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	Mo./Yr.	
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Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Name and address of company	Dates	Title:
	From	Description of duties:
	Mo./Yr.	
	To	
Type of Business:	Mo./Yr.	
Telephone:		
Supervisor:		
Salary: Beginning Ending		
May we contact this employer?		
Reasons for leaving or seeking other employment:		

Have you ever been forced to resign from any position? If yes, please give details:

SPECIAL SKILLS, APTITUDES, AND OTHER QUALIFICATIONS

List all skills aptitudes that make you a strong candidate for employment.

Typing speed: _____ words per minute Shorthand speed: _____ words per minute

Office machines you operate:

Computer skills: Macintosh IBM/Personal computers Mainframe/network

Software programs: Wordprocessing: _____

Spreadsheet: _____

Database: _____

Graphics: _____

Driver's license #: _____ State: _____ Expires: _____ / _____ / _____ Class: _____

List any machinery or heavy equipment that you have operated efficiently: _____

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.)

EDUCATION

Circle highest grade completed:

High School 1 2 3 4 Vocational School 1 2 3 4 Undergraduate 1 2 3 4 Graduate 1 2 3 4

Name and Location of School

Graduated?

High School	Yes No
Vocational School Major (s): Degree:	Yes No
Undergraduate College: Major (s): Degree:	Yes No
Graduate College: Major (s): Degree:	Yes No

Additional education and/or vocational, technical or military training relevant to the position:

REFERENCES

Please provide three (3) professional references. References should be former supervisors who can comment on your past job performance.

Name and occupation

Address

Phone

1) _____

2) _____

3) _____

OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes No

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? Yes No

APPLICANT'S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Lexington to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release all of those persons, employers references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand that the Town follows an "employment at will" policy and nothing in this employment application, in the Town's statements of personnel guidelines or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. Employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers' Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied.

Signature: _____ Date: _____

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL90-202 prohibits discrimination because of age.

(fold here)

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Lexington, MA 02420**

Put
Stamp
Here
